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**MARINE CORPS UNIVERSITY POLICY LETTER 1-03**

From: President, Marine Corps University/Commanding General,  
Marine Corps Education Command

Subj: MARINE CORPS UNIVERSITY LIBRARY ADVISORY COMMITTEE

Ref: (a) Southern Association of Colleges and Schools (SACS),  
*Criteria for Accreditation*  
(b) Marine Corps University, *Self-Study Report for Marine  
Corps University*, June 1999  
(c) Marine Corps University, *Self-Study Follow-Up Plan*,  
June 1999  
(d) SACS Visiting Committee Out-Brief, 6 August 1999

1. Purpose. This policy letter establishes the Marine Corps University (MCU) Library Advisory Committee. The Library Advisory Committee will provide advice and counsel to the Library Director and Vice President for Academic Affairs on matters concerning the Marine Corps University's Breckinridge Library and will support the integration of the library collection with the curricula of the Colleges and Schools of the Marine Corps University.

2. Background

a. Reference (a), criteria 5.1.3.5 states: *Librarians, teaching faculty and researchers **must** share in the development of collections, and the institutions **must** establish policies defining their involvement.*

b. Reference (b) found that although an informal faculty-library coordination process was in place at MCU, there was no official policy establishing the faculty's role in library collection development. It further recommended that a formal policy letter be developed for signature by the President, MCU. This recommendation was included as part of reference (c).

c. During the SACS Visiting Committee Out brief, reference (d), the committee made the following recommendation: *The committee recommends that the Marine Corps University **establish** policies defining involvement of librarians and teaching faculty in collection development activities.*

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3. Scope. The Library Advisory Committee will provide recommendations and counsel to the Library Director and to the Vice President for Academic Affairs on issues related to library support of MCU's education, research, publication, and distance education functions. The Committee will provide advice in the areas of: major operational policies, collection development, and methods to provide maximum access and usage of all library resources. The Library Director will consider the Committee's advice and recommendations in developing policies and procedures and initiating actions.

4. Organization and Membership

a. Faculty membership

(1) Directors of MCU Colleges and Schools will appoint one faculty member from their school to serve as a member of the Library Advisory Committee. In addition to the Staff Noncommissioned Officer Academy appointed faculty member, the Enlisted PME Curriculum Coordinator will also be a member of the Library Advisory Committee.

(2) The Vice President for Academic Affairs will appoint an additional faculty member to serve as the Chair for the Library Advisory Committee.

(3) Length of membership will generally be for two academic calendar years. When necessary, membership length may be modified to ensure continuity.

b. Library Membership:

(1) The Library Director will be a member of the Library Advisory Committee and will serve as its recorder.

(2) The Library Director may appoint one additional librarian to serve as a member of the Library Advisory Committee.

5. Actions

a. The Library Advisory Committee will meet at least quarterly at the call of its Chair.

b. The Chair, Library Advisory Committee will provide minutes of the proceedings to the Vice President for Academic Affairs.

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c. The Library Director will consider the advice of the Library Advisory Committee when developing and implementing policies, procedures, plans, and initiatives, especially when these actions relate to collection development.

6. Applicability. This policy is applicable to all MCU Colleges and Schools and the Alfred M. Gray Marine Corps Research Center.

7. This MCU Policy Letter supercedes MCU Policy Letter 3-99.

8. The MCU headquarters point of contact for this policy is the Vice President for Academic Affairs.

THOMAS A. BENES

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